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# Introduction

The AMIE software automates the administrative procedures involved in sending medical information used in determining veteran benefit payments from the VA medical centers to the VA regional offices.

The AMIE package is composed of two separate modules; 7131/7132 and 2507 Compensation and Pension. Each of these sections provides requesting, tracking, and reporting functions for the various requests entered.

## **7131/7132**

VAF 21-7131 is a request for information. The regional office can log into the appropriate VA medical center and request a number of reports for a veteran. These include, but are not limited to, competency reports, admission reports, and asset information. Items such as 21-Day Certificate and Notice of Discharge are automatically tracked and issued only when the event occurs. At this point, they become a 7132, Notice of Discharge and 21-Day Certificate.

Multi-divisional medical centers may transfer portions of the 7131 request between their divisions.

## **2507 Compensation and Pension**

A 2507 examination request is a request for specific examination(s) to be performed on a veteran to determine compensation or pension benefits. The regional office has the ability to add a patient to the medical center's database if s/he does not exist there. All aspects of the examination process - notifying MAS of the request, scheduling of the exams, transcribing the results, forwarding the results to the RO - are handled through AMIE.

Medical centers have the ability to transfer any exams they are unable to perform to other sites via MailMan messages. The AMIE software at the receiving medical center takes the mail message and enters a 2507 request into that hospital's database. Once these exams are completed, they are transferred back to the original medical center.

Both modules of AMIE provide a number of reports to provide medical center and regional office personnel with the status and timeliness of any request. The AMIS 290 report monitors the progress of 2507 exams.

The AMIE software will greatly reduce the time it takes to exchange patient information between the medical centers and regional offices, reduce the amount of paper forms, provide better monitoring of the exam process, and most importantly, allow the veteran to receive benefits due her/him in a more timely and efficient manner.

The AMIE user documentation is divided into two separate manuals; one designed for Medical Administration Service personnel at the medical centers and the other for regional office personnel. The documentation has been presented in this manner to accommodate these two distinct groups of AMIE users. Each manual provides detailed information on how to use the options contained in the respective menus; AMIE Medical Administration Menu and AMIE Regional Office Main Menu.

Related manuals include the AMIE Regional Office User Manual, AMIE Technical Manual, AMIE Package Security Guide, AMIE Installation Guide, and the AMIE Release Notes.

## **Enhancements and Functionality Changes**

### Medical Center

- Ability to print the pending 21 Day Certificate report and the pending Notice of Discharge report, print only the pending 21 Day Certificate report, or only the pending Notice of Discharge report.
- Allow the individual medical centers to select the length of time to keep completed 2507 exams.

# Orientation

## How To Use This Manual

Each menu section begins with an overview of the options contained in it, followed by the actual option documentation. The options are listed in the order in which they appear on the menu. Most option documentation will contain the following:

Introduction	The introduction gives a description of the option and what it is used for. It will contain any special instructions related to the option.
Prompts	Prompts contained in the option will normally be listed and any special information needed in answering each prompt will be provided.
Example	The example displays what you may see on the screen when using the option. A sample of any outputs, MailMan messages, etc., generated by the option are usually included here.

User responses in this manual appear in boldface type. The symbol <RET> is used when referring to users entering information. The <^> symbol is used when referring to the up-arrow (caret).

## Icons

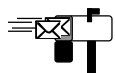
Icons which may be used to highlight key points in this manual are defined as follows.



Enhancements and Functionality Changes



Required security keys



Electronic Mail Messages

## **On-Line Help**

Typing in a <?> at most prompts will display any on-line help available. Help messages provide lists of acceptable responses or format requirements which provide instruction on how to respond. Anytime choices appear with numbers, the system will usually accept the number or the name. As many as three question marks <??> may be entered to get varying degrees of help.

## **MEDICAL ADMINISTRATION C&P MENU**

### **Overview**

The Medical Administration C&P Menu contains all the options necessary to handle compensation and pension examinations at the medical center. The following is a brief description of the options contained in this submenu.

**Add an Exam to an Existing Request** - This option allows an examination to be added to an existing C&P request.

**Transfer a C&P Request to Another Site** - This option allows medical center personnel to transfer an exam or entire C&P request to another site.

**Manual Return of Transferred C&P Requests** - If the automatic return of a transferred-in request fails, it may be transferred out manually through the use of this option.

**Schedule C&P Exams** - The Schedule C&P Exams option allows medical center personnel to schedule C&P exams without leaving the AMIE software.

**Cancel C&P Requests/Exams** - This option is used to cancel an exam on a C&P request or cancel the entire request.

**Reopen C&P Requests/Exams (Supervisors Only)** - This option allows authorized personnel to reopen an entire C&P request or an individual exam on the request.

**Transcribe C&P Data** - The Transcribe C&P Data option may be used for original transcription or editing of existing transcribed data for C&P exams.

**Release C&P Requests** - This option allows medical center personnel to release a completed compensation and pension exam for transmission to the regional office.

**Inquiry for C&P Requests** - This option is designed to provide information on those veterans who have compensation and pension requests on file.

**C&P Reports Menu** - This submenu contains the options necessary to produce compensation and pension request reports as well as the options to print requests and final results.

AMIE/C&P Appointment Link Management - This option allows the user to add links between 2507 requests and C&P appointments as well as adjust existing links. Users holding the required security key may delete links.



## Medical Administration C&P Menu

### Add an Exam to an Existing Request

If the request to which an exam is being added has a priority of INSUFFICIENT EXAM, the user will be prompted for insufficient reason, insufficient remarks, and original provider (if applicable).



Adding an exam to an existing request will cause a MailMan bulletin to be generated to members of the DVBA C EXAM ADDED mail group. An example of the bulletin may be found in the Example section of this option documentation.

### Introduction

From time to time it may be necessary to add an exam to an existing request. This may be due to an exam omission at the time the request was logged or a change in the exams required by the regional office or the examining physician.

An exam may be added to an existing request only if the request has not been transcribed, transferred out, cancelled, or completed. If it has already been put into one of these statuses, another request must be logged by the regional office. When adding exams, accompanying work sheets will usually be generated at the same time. **NOTE:** Any exams which are in an INACTIVE status (as designated in the AMIE EXAM file [#396.6]) cannot be selected. This does not affect any 2507 requests that previously contained these exams. It prohibits selecting them as new exams.

### Prompts

Select VETERAN NAME:

If more than one request exists for the selected veteran, they will be displayed for selection.

Medical Administration C&P Menu  
Add an Exam to an Existing Request

Select Exam:

Enter the name of the exam, the body system with which the exam is associated, or the associated AMIE work sheet number for the exam you wish to have performed on the veteran. (Refer to Appendix A for a list of AMIE work sheets by body system and work sheet number.) If you are unsure of how it is listed, you may enter <??> to get a list. This is a multiple field and will be repeated until a <RET> is entered.

**NOTE:** Any exams which are in an INACTIVE status (as designated in the AMIE EXAM file [#396.6]) cannot be selected.

You have selected these exams:

{EXAMS}

Is this exam correct? NO//

If you enter **NO**, the system will respond as follows.

Enter exam to delete:

Enter the exam name, the body system to which the exam belongs, or the AMIE work sheet number for each of the exams you wish to delete. (Refer to Appendix A for a list of AMIE work sheets by body system and work sheet number.) You may delete only those exams that were selected during this session.

When finished removing exams, press <RET> to continue and the system will respond:

Want to add more exams? YES//

If NO is entered, the system will once again display any selected exams and ask if they are correct.

A **YES** response will cause the program to proceed and log the selected exams. If the request to which an exam is being added has a priority of INSUFFICIENT EXAM, the following three prompts may appear.

INSUFFICIENT REASON:

Enter the reason the exam was returned as insufficient.

INSUFFICIENT REMARKS:

This is a standard word processing field. You may enter <??> at the EDIT Option prompt for a list of editing capabilities.

## Medical Administration C&P Menu

### Add an Exam to an Existing Request

#### ORIGINAL PROVIDER:

This prompt will only appear if the insufficient request is not linked to a completed request or the exam added was not included on the insufficient request the exam is linked to. Enter the original provider who performed the exam (if the exam was performed on the original 2507 request). Include the facility name if the exam was performed at another site (e.g., JONES,JOHN @ DUBLIN).

#### Comments:

1>

This is a standard word processing field. You may enter <??> at the EDIT Option prompt for a list of editing capabilities.

Do you want to print worksheets?

If the MAS user wishes to print work sheets at this time he may answer YES and will be prompted to enter a printing device. If not, he may answer NO and print them later using the Print/Reprint C&P Work Sheets option.

#### Example

2507 Exam Addition			
Veteran Selection			
Select VETERAN NAME:	<b>PAIGE,WILLIAM</b>	05-05-45	111110229 YES
SC VETERAN			
1	MENTAL DISORDERS (EXCEPT PTSD AND EATING DISORDERS) (02/05/97 by ALBANY) BONES (FRACTURES AND BONE DISEASE) (02/05/97 by ALBANY)		
2	GENERAL MEDICAL EXAMINATION (02/15/97 by ALBANY) EYE EXAMINATION (02/15/97 by ALBANY) NEUROLOGICAL DISORDERS, MISCELLANEOUS (02/15/97 by ALBANY) BRAIN AND SPINAL CORD (02/15/97 by ALBANY)		
3	DIABETES MELLITUS (04/04/97 by ALBANY)		

Medical Administration C&P Menu  
Add an Exam to an Existing Request

CHOOSE 1-3: **3** Add a C & P Exam for

Veteran name: WILLIAM PAIGE

SSN: 111110229

C-NUM: Unknown

=====

Requested exams currently on file:

BONES (FRACTURES AND BONE DISEASE)

Requested on FEB 5,1997@15:08:57 by ALBANY - Open

BRAIN AND SPINAL CORD

Requested on FEB 15,1997@11:45:55 by ALBANY - Open

-----

Press RETURN **<RET>**

Exam selection

Please select the exams for WILLIAM PAIGE

Use ? to see a list exams available for selection.

Select EXAM: **EAR DISEASE**

Select EXAM: **<RET>**

You have selected:

EAR DISEASE

Is this exam correct? NO// **YES**

EAR DISEASE -added,

Comments:

1>**<RET>**

Worksheets should be sent to a printer.

Do you want to print worksheets ? **NO**

## Medical Administration C&P Menu

### Transfer a C&P Request to Another Site

#### Prompts

Select VETERAN NAME:

Only exams with a NEW or PENDING, REPORTED status may be transferred. Sites will not be allowed to transfer requests in the TRANSCRIBED, CANCELLED, or COMPLETED status nor those that have been transferred in from other sites.

Send to domain:

Enter the name of the domain to which you wish to transfer the request. Enter <??> to display a current listing of domains.

Do you want to transfer all exams? NO//

Enter Y to automatically transfer all exams or N to select them individually. Whether the user wishes to transfer one, many, or all exams, the system will evaluate the current status of each to make sure transfer is allowed.

Select EXAM TO TRANSFER:

This prompt only appears if you responded NO at the "Do you want to transfer all exams? NO//" prompt. It allows you to select individual exams to transfer. Enter the name of the exam, the body system with which the exam is associated, or the associated AMIE work sheet number for the exam you wish to have performed on the veteran. (Refer to Appendix A for a list of AMIE work sheets by body system and work sheet number.) If you are unsure of how it is listed, you may enter <??> to get a list. This is a multiple field and will be repeated until a <RET> is entered. **NOTE:** You can only select those exams which exist on a request in an OPEN status.

If the mail message is sent out successfully, the user will see:

"Transmitted as message # {number} from this site to {site name}.VA.GOV."

If the message fails (and therefore the transfer fails) the user will be so informed:

"Message transmission error! Request WILL NOT be sent !"

## **Additional Notes About Transfers**

The following information may be helpful to sites who will transfer requests or exams to other sites.

- The servers have been adjusted to send a reply in all cases. This will let the sending site know that the server message reached its destination.

### **Medical Administration C&P Menu**

#### **Transfer a C&P Request to Another Site**

- You cannot transfer an exam which has already been transferred. You may, however, transfer other exams on the request which are still open at the owner site. Hence, it is possible to have several different exams at several different remote sites.
- Transfers show up on all reports and are flagged as such.
- Only complete cancellation of a transferred-in request will notify the home site. Cancellation of individual exams will not notify the home site since the record will eventually be sent back.
- You cannot totally cancel a request which has been partially or totally transferred. You cannot cancel individual exams which are transferred out.
- You cannot transcribe an exam which has been transferred out.
- You cannot add an exam to a request which was transferred in.
- You may reopen a request which was transferred in or out; however, the same advisories still prevail. Reopening of exams or entire requests should be done only for corrections and may involve coordination at the remote site.
- You may not schedule requests which have been totally transferred out; however, you may schedule those which still have exams to be done locally.
- When a 2507 request is received by a remote medical center as a transfer, that request will always be entered with a routing location equal to the primary division of the receiving facility.

## Medical Administration C&P Menu

### Cancel C&P Requests/Exams

Cancellation comments:

1>

This is a standard word processing field. Users should note that these comments **will not be stored as part of the C&P request record**. They are part of the bulletin which is sent as the final step of the cancellation process. Once the bulletin is sent, the comments will only be found on the bulletin itself.

If the user chooses to cancel an **individual** exam, the system will respond with the following prompts. If the request is incomplete, no exams will be displayed and the user will have to use the option to cancel the entire request.

Select EXAM TO CANCEL:

Enter the name of the exam, the body system with which the exam is associated, or the associated AMIE work sheet number for the exam you wish to have performed on the veteran. (Refer to Appendix A for a list of AMIE work sheets by body system and work sheet number.) If you are unsure of how it is listed, you may enter <??> to get a list. This is a multiple field and will be repeated until a <RET> is entered.

**NOTE:** You can only select those exams which exist on a request in an OPEN status.

Please enter cancellation code for this {EXAM NAME} exam:

Select one of the following:

X        MAS CANCELLATION

RX       REGIONAL OFFICE CANCELLATION

CANCELLED BY:

Enter X if exam is being cancelled by Medical Administration or RX if cancelled by the regional office.

CANCELLED BY {SELECTION AT PREVIOUS PROMPT} OK? NO//

CANCELLATION REASON:

Enter the reason the exam is cancelled. Enter <??> to get a list of current, valid cancellation reasons if necessary. You may be returned to the first prompt to enter another exam to be cancelled.

Cancellation comments:

1>

This is a standard word processing field. Users should note that these comments **will not be stored as part of the C&P request record**. They are part of the bulletin which is sent as the final step of the cancellation process. Once the bulletin is sent, the comments will only be found on the bulletin itself.

Medical Administration C&P Menu

Cancel C&P Requests/Exams

If cancelling any exam will result in the complete cancellation of the request, you will see "Since all exams have been cancelled the entire request will be CANCELLED". You must then answer the following prompt to complete information on the request. (**NOTE:** The up-arrow functionality has been changed. An up-arrow <^> will not be an acceptable response to any of the prompts following this message.)

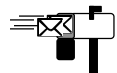
Please enter cancellation code for this request:

Select one of the following:

X            MAS CANCELLATION

RX          REGIONAL OFFICE CANCELLATION

CANCELLED BY:



Any cancellation action taken will result in a bulletin being sent to members of the 2507 CANCELLATION mail group. Any exams which were cancelled will be itemized in the bulletin message along with the reason they were cancelled. If the cancellation of any exam results in the request becoming completed, that will also be noted in the cancellation bulletin.

Since there may be users from several different regional offices in the 2507 CANCELLATION mail group, the bulletin will be screened to limit who receives it. The bulletin will be sent to a mail group member if any of the following is true. In all cases, the person who cancels the request/exam will receive the bulletin.

- The member's division number is the same as the veteran's claim folder location. This would assure reporting of the cancellation to anyone from a specific regional office.
- The member is designated as a supervisor for the 2507 package.
- The member is the person who entered the request initially.
- In the event the request has been transferred in, the mail group at the owner site will also receive a bulletin that the request/exams were cancelled.



## Medical Administration C&P Menu

### Reopen C&P Requests/Exams (Supervisors Only)



A bulletin will be sent to the 2507 REOPEN mail group notifying them of the action taken. A sample is provided in the Example section of this option documentation.

### Introduction

This option will allow supervisors to reopen an entire C&P request or individual exams on a request. Both completed and cancelled exams may be reopened. The supervisor should be aware that if requests are reopened, paperwork will not automatically be produced the next morning. The hospital will have to manually generate any paperwork required by the staff (exam work sheets, etc.).

This option should be used sparingly and **only** for correction of errors. Other usage could adversely affect AMIS 290 totals since the original date of the request is not changed.

### Prompts

Select VETERAN:

If more than one request exists, they will be listed for selection.

Do you want to reopen the ENTIRE request? NO//

If the user chooses to reopen the entire request, each exam will be listed as it is reopened. If a NO is entered, the user will be asked to select an exam to reopen from the list presented on the screen. The process will be repeated for other exams on the list.

Select EXAM TO REOPEN:

This prompt will only appear if the NO default is accepted at the prompt "Do you want to reopen the ENTIRE request? NO//". Enter the name of the exam, the body system with which the exam is associated, or the associated AMIE work sheet number for the exam you wish to have performed on the veteran. (Refer to Appendix A for a list of AMIE work sheets by body system and work sheet number.) If you are unsure of how it is listed, you may enter <??> to get a list. This is a multiple field and will be repeated until a <RET> is entered. **NOTE:** You can only select those exams which exist on a request in an OPEN status.

Medical Administration C&P Menu  
Reopen C&P Requests/Exams (Supervisors Only)

## Error Messages

If the following messages appear, please contact your IRM Service for assistance.

"Reopen error !"

Although the program has attempted to reopen the desired request and the selected exams, the request status is still cancelled.

"Exam name not found in file 396.6"

The request has an exam which points to a non-existent record in File #396.6.

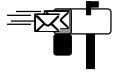
## Example

### Example 1 - Reopening individual exam

2507 Exam Veteran Selection			
Re-open Exams/Requests			
Select VETERAN:	<b>PARKS, WILLIAM</b>	12-13-43	123328743 NSC VETERAN
GENERAL MEDICAL (12/30/92 by ALBANY)			
RESPIRATORY MANIF. OF DISEASES OF OTHER SYSTEMS (12/30/92 by ALBANY)			
DENTAL (12/30/92 by ALBANY)			
Do you want to reopen the ENTIRE request? NO// <RET> (NO)			
Re-open Exams/Requests			
Veteran name: PAR <b>KS</b> , WILLIAM		SSN: 123328743	
		C-NUMBER: 123328743	
Exams on this request:			
DENTAL, Cancelled by MAS, GENERAL MEDICAL, Open,			
RESPIRATORY MANIF. OF DISEASES OF OTHER SYSTEMS, Open,			
Select EXAM TO REOPEN:	<b>dental</b>	DENTAL	.. reopened
Re-open Exams/Requests			

## Medical Administration C&P Menu

### Transcribe C&P Data



If the utilization of this option causes the C&P exam to be ready for release, a MailMan bulletin will be generated and sent to members of the DVBA C 2507 EXAM READY mail group. An example of the bulletin may be found in the Example section of this option documentation.

### Introduction

The Transcribe C&P Data option may be used for entering original transcription or editing existing transcribed data. The transcription process uses one standard FileMan word processing field for all data entry.

### Prompts

Select VETERAN:

If more than one request exists, they will be listed for selection.

Select EXAM:

Enter the name of the exam, the body system with which the exam is associated, or the associated AMIE work sheet number for the exam you wish to have performed on the veteran. (Refer to Appendix A for a list of AMIE work sheets by body system and work sheet number.) If you are unsure of how it is listed, you may enter <??> to get a list. This is a multiple field and will be repeated until a <RET> is entered.

**NOTE:** You can only select those exams which exist on a request in an OPEN status (this information is provided before the prompt).

EXAM RESULTS:

1>

This is a standard word processing field. You may enter <??> at the EDIT Option prompt for a list of editing capabilities.

DATE OF EXAM:

Enter the date the examination was performed.

EXAMINING PHYSICIAN:

Enter the name of the physician who performed the examination.

Medical Administration C&P Menu  
Transcribe C&P Data

Is transcription complete for this exam? NO//

When YES is entered, the system will set the status of the individual exam to C for completed. When NO is entered, the exam is left open.

Do you want to print a review copy? NO//

Printing when transcription is not complete would normally be used for review and correction purposes. A file copy must always be produced for completed requests. After the printout is produced, it should then be delivered to the approving physician(s) for signature. When signed, this copy will become the permanent file copy for the veteran's record at the hospital. It also serves as a backup copy for the regional office in case of loss after the C&P data has been purged from the hospital.

DEVICE:

Enter the desired printer name/number.

**Example**

Veteran Selection			
2507 Exam Data Entry			
Select VETERAN:	<b>PARKS, WILLIAM</b>	12-13-43	123328743 NSC VETERAN
RESPIRATORY DISEASES, MISCELLANEOUS (7/30/97 by ALBANY)			
DENTAL AND ORAL (7/30/97 by ALBANY)			
2507 Exam Data Entry			
Veteran name: PAR <b>KS</b> , WILLIAM		SSN: 123328743	
		C-NUMBER: 123328743	

## Medical Administration C&P Menu

### Transcribe C&P Data

Exams on this request:

DENTAL AND ORAL, Open,      RESPIRATORY DISEASES, MISCELLANEOUS, Open,

Select EXAM: **DENTAL AND ORAL** 24 DENTAL AND ORAL

EXAM RESULTS:

1> **right molar missing advanced gum disease**

2> **<RET>**

EDIT Option: **<RET>**

DATE OF EXAM: **t** (AUG 25, 1997)

EXAMINING PHYSICIAN: **ANDERSON,BRUCE**

Is transcription completed for this exam? NO// **<RET>** (NO)

Do you want to print a review copy? NO// **<RET>** (NO)

#### 2507 Exam Data Entry

Veteran name: PAR **KS**,WILLIAM

SSN: 123328743

C-NUMBER: 123328743

Exams on this request:

DENTAL AND ORAL, Open,      RESPIRATORY DISEASES, MISCELLANEOUS, Open,

Select EXAM: **RESPIRATORY DISEASES, MISCELLANEOUS**

RESULTS:

1> **bronchitis, pneumonia**

2> **<RET>**

EDIT Option: **<RET>**

DATE OF EXAM: **t** (AUG 25, 1997)

EXAMINING PHYSICIAN: **COOPER,ALEX**

Is transcription completed for this exam? NO// **y** (YES)

Do you want to print a review copy? NO// **y** (YES)

DEVICE: HOME// **B300**      RIGHT MARGIN: 132// **<RET>**

DO YOU WANT YOUR OUTPUT QUEUED? NO// **<RET>**

Medical Administration C&P Menu  
Transcribe C&P Data

```
Date: FEB 25,1993      Compensation and Pension Exam Report      Page: 1
                        ALBANY
                        ** FINAL **
                        Processing time: 20
                        For RESPIRATORY DISEASES, MISCELLANEOUS Exam
=====
Name: PAR KS, WILLIAM                      SSN: 123328743
                                           C-Number: 123328743
                                           DOB: DEC 13,1943
Address: 76 6TH AVE
City,State,Zip:                      Res Phone: 888-8888
      WESTCHESTER NEW YORK 10088      Bus Phone: 555-5555
Entered active service: MAR 4,1968      Last rating exam date:
Released active service: MAR 2,1970
Priority of exam: Original NSC
=====
Examining physician: COOPER,ALEX
Examined on: AUG 15,1997
=====
Examination results:
bronchitis, pneumonitis
Approved by: _____ Date: _____
Physician signature: _____ Date: _____
VA Form 2507
```

Medical Administration C&P Menu  
C&P Reports Menu  
Print/Reprint C&P Work Sheets

## Introduction

The Print/Reprint C&P Work Sheets option is used to print the examination work sheets for the exams on a C&P request. The exams must have an OPEN status. You cannot print work sheets for transferred, transcribed, cancelled, or completed exams. This option was designed to be sent to a printer.

The heading of the output will include the AMIE work sheet number, type of format, and exam name.

With V. 2.7 of AMIE the Regular Aid and Attendance and SCARS AMIE exams are inactive and may not be selected. This does not affect any 2507 requests that previously contained these exams. It prohibits selection for new exams.

## Prompts

Select VETERAN NAME:

Enter the 2507 request name, request date, or transcription date.

Select EXAM:

Enter the name of the exam, the body system with which the exam is associated, or the associated AMIE work sheet number for the exam you wish to have performed on the veteran. (Refer to Appendix A for a list of AMIE work sheets by body system and work sheet number.) If you are unsure of how it is listed, you may enter <??> to get a list. This is a multiple field and will be repeated until a <RET> is entered.

**NOTE:** You can only select those exams which exist on a request in an OPEN status.

## AMIE Medical Administration Menu

### Medical Administration C&P Menu

#### C&P Reports Menu

#### Print/Reprint C&P Work Sheets

Output device: HOME//

Enter name/number of printer.

### Example

```
Select VETERAN NAME:  JONES,CHESTER A      12-24-19      444445555      NO
NSC VETERAN          07-15-93
GENERAL MEDICAL (08/15/97 by ALBANY)
EAR DISEASE (08/15/97 by ALBANY)
```

Select exam(s) to print or enter ALL to print all exams.

```
Select EXAM:  EAR DISEASE      94      EAR DISEASE
```

```
EAR DISEASE
```

Select exam(s) to print or enter ALL to print all exams.

```
Select EXAM:  <RET>
```

Worksheets should be sent to a printer.

```
Output device: HOME//  B300      RIGHT MARGIN: 80//  <RET>
```

```
DO YOU WANT YOUR OUTPUT QUEUED? NO//  <RET>
```



Medical Administration C&P Menu  
C&P Reports Menu  
Print/Reprint C&P Work Sheets

**Example**

Compensation and Pension Examination	
For EAR DISEASE	
# 1310 Worksheet	
Name: JONES,CHESTER A	SSN: 444445555
	C-number: 1234455
Date of exam: _____	
Place of exam: _____	
A. Review of Medical Records:	
B. Medical History (Subjective complaints):	
C. Physical Examination (Objective Findings):	
1. Address each of the following and describe current findings, including abnormalities of size, shape, or form:	
a. Auricle.	
b. External canal.	
c. Tympanic membrane.	
d. The tympanum.	
e. The mastoid.	
f. All conditions secondary to ear disease, such as disturbance of balance, upper respiratory disease, hearing loss, etc.	

Medical Administration C&P Menu  
C&P Reports Menu  
Print/Reprint C&P Work Sheets

**Example**

Page: 2

Compensation and Pension Exam for JONES,CHESTER A  
For EAR DISEASE

2. State whether an active ear disease is present.

3. Infections of the middle or inner ear.

D. Diagnostic and Clinical Tests:

1. Include results of all diagnostic and clinical tests  
conducted in the examination report.

E. Diagnosis:

Signature:

Date:

*This page intentionally left blank.*

Medical Administration C&P Menu  
C&P Reports Menu  
Pending C&P Exams Report

## **Introduction**

This option will print out all pending C&P requests. You may sort the reports by request status, routing location, veteran name, or age of the request. Each report will display the following information, if applicable: veteran name, social security number, claim number, request date, elapsed days, exams requested, and requester name and location. The total number of exams pending will also be provided.

## **Prompts**

Do you want to sort by:

(A)ge of request

(S)tatus

(V)eteran name

(R)outing location

Selection: V//

Enter the letter of the category you wish to sort by.

Response **A** will prompt for:

Enter EARLIEST age:

And OLDEST age:

You may enter any number from 1 day on (e.g., 5 days old).

Enter the oldest age you wish reported (e.g., 25 days old).

Response **R** will prompt for:

Enter MEDICAL CENTER DIVISION:

Enter <??> to display a current list of the valid medical center divisions. You may enter your response by division name or by the number that appears to the left of the displayed divisions.

Response **S** will prompt for:

Select status (enter A for all) P//

Enter N for new, P for pending, T for transcribed, or A for all requests which are not finalized or cancelled.

Medical Administration C&P Menu  
 C&P Reports Menu  
 Insufficient Exam Report

Enter the ending date: 12 31 94 (DEC 31, 1994)

Insufficient Reason Selection

Enter '^' to end Reason Selection  
 'Return' to select all Insufficient Reasons

Enter Insufficient Reason: ALL// <RET>

You have selected to report all insufficient reasons.  
 Is this correct? y YES

AMIE Exam Selection

Enter '^' to end Exam Selection  
 'Return' to select all AMIE Exams

Enter Exam: ALL// <RET>

You have selected to report all AMIE exams.  
 Is this correct? y YES

Output device: HOME// <RET> Decnet

Detailed Insufficient Exam Report

Reason: Failed to provide test for specific condition

Exam: BONES

Provider	Exam Dt	Patient Name	SSN	Claim #
PAT		WILSON,PAT	608020149	

Reason: Failed to comply with BVA remand instructions

Exam: BONES

Provider	Exam Dt	Patient Name	SSN	Claim #
PAT		BIRD,LARRY	440444444	

Enter [Return] to continue or "^" to exit:

Reason: Diagnosis inconsistent with evidence

Exam: MENTAL DISORDERS

Provider	Exam Dt	Patient Name	SSN	Claim #
APT		WILSON,TERRY	708082449	38590345

Press RETURN to continue...

Medical Administration C&P Menu  
AMIE/C&P Appointment Link Management



New option.



DVBA C SUPERVISOR key required to remove links.

## Introduction

Occasionally, a 2507 request may not get linked to a C&P appointment. It is also possible that links established between 2507 requests and C&P appointments may be incorrect. This option allows the user to add links as well as adjust existing links. Users holding the required security key may also delete links.

Please note that links should be maintained through Scheduling software options. This option would usually only be used to make adjustments on those appointments that for some reason were not maintained through Scheduling. C&P appointments that are not linked to 2507 requests are displayed on the AMIE Appointment Integrity Report generated through the Check C&P File Integrity option.

Requests may be linked to one or more appointments, and a request may be linked to an appointment that has any number of other 2507 requests linked to it.

## Prompts

Select C&P Veteran Name:  
Enter veteran name.

Select a 2507 request  
{requests listed}  
CHOOSE 1-{:#}:

If there is only one applicable request on file, this prompt will not appear. All 2507 requests for this veteran that have been reported but not purged will be displayed for selection. All exams associated with the selected request will then be displayed.

## Medical Administration C&P Menu

### AMIE/C&P Appointment Link Management

Select an appointment to link to the 2507 request

{appointments listed}

ENTER '^' TO STOP, OR

CHOOSE 1-{:#}:

All C&P appointments after "2507 request date reported to MAS" (date 2507 request was printed at the medical facility) will be displayed. "\*CL" on the display indicates the current appointment for one of the links. AUTO on the display indicates the appointment was auto rebooked. The first choice of every display at this prompt will be "Display Current C&P Appointment Links". When selected, all current appointment links are displayed.

Was {date} scheduled to rebook a previous appointment?

Enter YES if the selected appointment was a reschedule of a previous appointment.

Enter NO if it was not.

#### Examination Appointment Links

Which Current Appt is {date} a reschedule of?

{appointments listed}

ENTER '^' TO STOP, OR

CHOOSE 1-{:#}:

This prompt will only appear if YES was entered at the previous prompt. Choose the appointment the rebook was a reschedule of.

Do you want to REMOVE this link?

This prompt will appear if you are deleting an existing link. An existing link is indicated on the appointment display with a "\*CL".

### Example

AMIE/C&P Appointment Link Management				
As a Supervisor, you may remove 2507 appointment links				
Select C&P Veteran Name:	SMULLEN, ANDY	01-01-50	334856355	SC VETERAN
Select a 2507 request				
1	SMULLEN, ANDY	Request date: FEB 16, 1995@13:50:05		
2	SMULLEN, ANDY	Request date: APR 1, 1994@11:11:55		
CHOOSE 1-2: 1				

## Medical Administration C&P Menu

### AMIE/C&P Appointment Link Management

Do you want to REMOVE this link? **YES**



## Medical Administration C&P Menu

### AMIE/C&P Appointment Link Management

Select an appointment to link to the 2507 request

- |   |                                       |                                   |
|---|---------------------------------------|-----------------------------------|
| 1 | Display Current C&P Appointment Links |                                   |
| 2 | FEB 23,1995@08:00                     | ORTHO CANCELLED BY PATIENT        |
| 3 | MAR 2,1995@08:00                      | ORTHO CANCELLED BY PATIENT & AUTO |
| 4 | MAR 3,1995@08:45                      | ORTHO FUTURE                      |

ENTER '^' TO STOP, OR  
CHOOSE 1-4: 1

There are no links to this 2507 request.

Press RETURN to continue... <RET>

Select an appointment to link to the 2507 request

- |   |                                       |                                   |
|---|---------------------------------------|-----------------------------------|
| 1 | Display Current C&P Appointment Links |                                   |
| 2 | FEB 23,1995@08:00                     | ORTHO CANCELLED BY PATIENT        |
| 3 | MAR 2,1995@08:00                      | ORTHO CANCELLED BY PATIENT & AUTO |
| 4 | MAR 3,1995@08:45                      | ORTHO FUTURE                      |

ENTER '^' TO STOP, OR  
CHOOSE 1-4: 2

Was FEB 23,1995@08:00 scheduled to rebook a previous appointment? NO  
Adding new C&P appointment link.

Hit Return to continue. <RET>

Select an appointment to link to the 2507 request

- |   |                                       |                                   |
|---|---------------------------------------|-----------------------------------|
| 1 | Display Current C&P Appointment Links |                                   |
| 2 | FEB 23,1995@08:00                     | ORTHO *CL CANCELLED BY PATIENT    |
| 3 | MAR 2,1995@08:00                      | ORTHO CANCELLED BY PATIENT & AUTO |
| 4 | MAR 3,1995@08:45                      | ORTHO FUTURE                      |

ENTER '^' TO STOP, OR  
CHOOSE 1-4: 1

#### Current Appointment Links

Initial Appt	Clock Stop Appt	Current Appt	Clinic
FEB 23,1995@08:00	FEB 23,1995@08:00	FEB 23,1995@08:00	ORTHO

Enter [Return] to continue or "^" to exit: <RET>

Medical Administration C&P Menu  
AMIE/C&P Appointment Link Management

Select an appointment to link to the 2507 request

- 1 Display Current C&P Appointment Links
- 2 FEB 23,1995@08:00 ORTHO \*CL CANCELLED BY PATIENT
- 3 MAR 2,1995@08:00 ORTHO CANCELLED BY PATIENT & AUTO
- 4 MAR 3,1995@08:45 ORTHO FUTURE

ENTER '^' TO STOP, OR  
CHOOSE 1-4: 3

Was MAR 2,1995@08:00 scheduled to rebook a previous appointment? YES

Examination Appointment Links

Which Current Appt is MAR 2,1995@08:00 a reschedule of?

	Initial Appt	Clock Stop Appt	Current Appt	Clinic
1	FEB 23,1995@08:00	FEB 23,1995@08:00	FEB 23,1995@08:00	ORTHO

ENTER '^' TO STOP OR  
CHOOSE 1-1: 1

Adjusting C&P appointment link.

Hit Return to continue. <RET>

Select an appointment to link to the 2507 request

- 1 Display Current C&P Appointment Links
- 2 FEB 23,1995@08:00 ORTHO CANCELLED BY PATIENT
- 3 MAR 2,1995@08:00 ORTHO CANCELLED BY PATIENT & AUTO
- 4 MAR 3,1995@08:45 ORTHO \*CL FUTURE

ENTER '^' TO STOP, OR  
CHOOSE 1-4: 1

Current Appointment Links

	Initial Appt	Clock Stop Appt	Current Appt	Clinic
	FEB 23,1995@08:00	FEB 23,1995@08:00	MAR 3,1995@08:45	ORTHO

Enter [Return] to continue or "^" to exit: <RET>

Medical Administration C&P Menu  
AMIE/C&P Appointment Link Management

Select an appointment to link to the 2507 request

- |   |                                       |                                   |
|---|---------------------------------------|-----------------------------------|
| 1 | Display Current C&P Appointment Links |                                   |
| 2 | FEB 23,1995@08:00                     | ORTHO CANCELLED BY PATIENT        |
| 3 | MAR 2,1995@08:00                      | ORTHO CANCELLED BY PATIENT & AUTO |
| 4 | MAR 3,1995@08:45                      | ORTHO *CL FUTURE                  |

ENTER '^' TO STOP, OR  
CHOOSE 1-4: ^

AMIE/C&P Appointment Link Management

As a Supervisor, you may remove 2507 appointment links

Select C&P Veteran Name:

## 7131 Divisional Transfer



New option.

### **Introduction**

This option is used to transfer the request for reports received from the regional office on 7131s from one medical center division to another. Only reports with a status of "pending" may be transferred.

All of the reports requested on a 7131 are initially requested from the division the regional office entered as the routing location for that 7131. Through this option, the division for a particular report can be changed to the division which has the required information. The day following the transfer, 7131s that had requested reports transferred to another division are printed at the new division. It then becomes the responsibility of that division to complete that portion of the 7131.

Requests prior to installation of AMIE V. 2.7 may not show an entry in the "Division" column for each requested item. In those cases, the division is the same as the routing location for that 7131. Requests subsequent to installation of AMIE V. 2.7 will display an entry in the "Division" column for each requested item.

You will be prompted for patient name. If more than one 7131 request exists for the veteran, they will be displayed by admission/activity date for selection. The request is then displayed showing the requested reports. You will be prompted for the report(s) you wish to transfer and to what division. You may only transfer to divisions that have been set up through the Regional File Site Parameter Setup option.

## 7131 Divisional Transfer

**Example**

```

Select FORM 7131 PATIENT NAME:  smullen,andy      01-01-50      334856355
SC VETERAN      Admission Date: 12-18-94 @ 13:00

Information Request Form      ALBANY                      FEB 10,1995@15:08:46
-----
Patient: SMULLEN,ANDY                      SSN: 334 85 6355 (S6355)
Claim #: 334856355
Admission Date: DEC 18, 1994@13:00

      Report                      Selected      Status      Division
-----
1 Notice of Discharge              YES        Pending    ALBANY
2 Hospital Summary                 YES        Pending    ALBANY
3 Certificate (21-day)              YES        Completed  ALBANY
4 Other/Exam (Review Remarks)      NO
5 Special Report                   NO
6 Competency Report                NO
7 VA Form 21-2680                  NO
8 Asset Information                 YES        Pending    ALBANY
9 Admission Report                  NO
10 Beginning Date Care              NO
11 OPT Treatment Report (Date Range) NO
-----
Select Report(s) to Transfer:  8
Select a Division to Transfer to:  TROY          500Z

```

## 7131 Divisional Transfer

Information Request Form	ALBANY	FEB 10,1995@15:08:46	
-----			
Patient: SMULLEN,ANDY	SSN: 334 85 6355 (S6355)		
Claim #: 334856355			
Admission Date: DEC 18, 1994@13:00			
Report	Selected	Status	Division
-----			
1 Notice of Discharge	YES	Pending	ALBANY
2 Hospital Summary	YES	Pending	ALBANY
3 Certificate (21-day)	YES	Completed	ALBANY
4 Other/Exam (Review Remarks)	NO		
5 Special Report	NO		
6 Competency Report	NO		
7 VA Form 21-2680	NO		
8 Asset Information	YES	Pending	TROY
9 Admission Report	NO		
10 Beginning Date Care	NO		
11 OPT Treatment Report (Date Range)	NO		
-----			
Select Report(s) to Transfer: <RET>			
7131 Divisional Transfer			
Select FORM 7131 PATIENT NAME:			

## Appendix A - AMIE Exam Worksheet Listing by Body System and Worksheet Number

<b>EXAM NAME</b>	<b>WORKSHEET #</b>	<b>RELATED BODY SYSTEM</b>
ACROMEGALY	0420	ENDOCRINE
AID AND ATTENDANCE OR HOUSEBOUND	1720	SPECIAL EXAMINATION
AMPUTATION, RESIDUALS OF	1405	MUSCULOSKELETAL
ARRHYTHMIAS	0115	CARDIOVASCULAR
ARTERIES AND VEINS	0105	CARDIOVASCULAR
AUDIO	1305	ORGANS OF SENSE
BONES (FRACTURES AND BONE DISEASE)	1410	MUSCULOSKELETAL
BRAIN AND SPINAL CORD	1210	NEUROLOGIC
CHRONIC FATIGUE SYNDROME	1810	INFECTIOUS/IMMUNE/NUTRITIONAL
COLD INJURY PROTOCOL EXAMINATION	1730	SPECIAL
CRANIAL NERVES	1205	NEUROLOGIC
CUSHING'S SYNDROME	0415	ENDOCRINE
DENTAL AND ORAL	0205	DENTAL AND ORAL
DIABETES MELLITUS	0410	ENDOCRINE
DIGESTIVE CONDITIONS, MISCELLANEOUS	0330	DIGESTIVE
EAR DISEASE	1310	ORGANS OF SENSE
EATING DISORDERS (MENTAL DISORDERS)	0915	MENTAL
ENDOCRINE DISEASES, MISCELLANEOUS	0425	ENDOCRINE
EPILEPSY AND NARCOLEPSY	1220	NEUROLOGIC
ESOPHAGUS AND HIATAL HERNIA	0310	DIGESTIVE
EYE EXAMINATION	1330	ORGANS OF SENSE
FEET	1415	MUSCULOSKELETAL
FIBROMYALGIA	1445	MUSCULOSKELETAL
GENERAL MEDICAL EXAMINATION	0505	GENERAL MEDICAL
GENITOURINARY EXAMINATION	0605	GENITOURINARY
GYNECOLOGICAL CONDITIONS AND DISORDERS OF THE BREAST	0705	GYNECOLOGICAL
HAND, THUMB, AND FINGERS	1420	MUSCULOSKELETAL
HEART AND HYPERTENSION	0110	CARDIOVASCULAR
HEMIC DISORDERS	0805	HEMIC AND LYMPHATIC
HIV-RELATED ILLNESS	1815	INFECTIOUS/IMMUNE/NUTRITIONAL
INFECTIOUS, IMMUNE, AND NUTRITIONAL	1805	INFECTIOUS/IMMUNE/NUTRITIONAL DISABILITIES
INTESTINES (LARGE AND SMALL)	0315	DIGESTIVE
JOINTS (SHOULDER/ELBOW/WRIST/HIP)	1430	MUSCULOSKELETAL KNEE/ANKLE)
LIVER, GALL BLADDER, AND PANCREAS	0305	DIGESTIVE
LYMPHATIC DISORDERS	0810	HEMIC AND LYMPHATIC
MENTAL DISORDERS (EXCEPT PTSD AND	0905	MENTAL EATING DISORDERS)
MOUTH, LIPS, AND TONGUE	0335	DIGESTIVE
MUSCLES	1435	MUSCULOSKELETAL
NEUROLOGICAL DISORDERS	1225	NEUROLOGIC MISCELLANEOUS
NOSE, SINUS, LARYNX, AND PHARYNX	1510	RESPIRATORY
PERIPHERAL NERVES	1215	NEUROLOGIC
POST-TRAUMATIC STRESS DISORDER	0910	MENTAL (PTSD)

## Appendix A - AMIE Exam Worksheet Listing by Body System and Worksheet Number

<b>EXAM NAME</b>	<b>WORKSHEET #</b>	<b>RELATED BODY SYSTEM</b>
PRISONER OF WAR PROTOCOL EXAMINATION	1705	SPECIAL
PULMONARY TUBERCULOSIS AND	1515	RESPIRATORY RESTRICTIVE, AND INTERSTITIAL)
RESPIRATORY DISEASES, MISCELLANEOUS	1520	RESPIRATORY
SCARS	1605	SKIN
SENSE OF SMELL AND TASTE	1320	ORGANS OF SENSE
SKIN DISEASES (OTHER THAN SCARS)	1610	SKIN
SPINE (CERVICAL, THORACIC, & LUMBAR)	1440	MUSCULOSKELETAL
STOMACH, DUODENUM AND PERITONEAL	0325	DIGESTIVE ADHESIONS
THYROID AND PARATHYROID DISEASES	0405	ENDOCRINE



# Glossary

21-Day Certificate	The 7132 issued to the regional office after a veteran has been hospitalized for a period of 21 days or more.
AMIE	Automated Medical Information Exchange
AMIE Work Sheet	A form used to aid the physician in the completion of a C&P exam. It provides instruction as to what medical information is required for a particular C&P examination.
Body System	The systemic area of the human body to which a particular examination belongs. This is in accordance with the definition in the C&P Rating Specialist Guide at each regional office.
Bulletin	An electronic mail message generated whenever certain conditions are met while executing application programs.
C&P	Compensation and Pension
C&P Routing Location	An entry in the AMIE SITE PARAMETER file (#396.1) which points to the HOSPITAL LOCATION file (#44). Any locations entered are used to screen lab and radiology results for veterans when final C&P information is printed.
Discharge Summary	A report issued upon a veteran's release from hospitalization.
Division	A field which is in each user's record and which denotes to what station the user belongs. It is translated for program usage into the three digit station number of the hospital or the regional office.

## Glossary

FAX	Facsimile transmission. A document may be sent via the telephone lines to another site over a facsimile machine. Requires one transmitter and one receiver.
Request	An electronic log of information needed by the regional office.
Routing Location	The medical center division (reference File #40.8) to which a request belongs and at which initial paperwork should be printed.
Transfer	The movement of an entire C&P request or one or more exams of a request to another site for processing and subsequent return.
VBA	Veterans Benefits Administration
VHA	Veterans Health Administration

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The following is an index of the options, menus, and appendices found in the AMIE Medical Administration Service User Manual.

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